

# Rental Dwelling Registry

Effective July 1, 2000 vacant buildings are required to be registered with the City of Albany. Owners must supply certain information to the Department of Building & Regulatory Compliance and must secure and maintain their vacant building in accordance with Article XI of Chapter 133 of the City Code. A full text version of Article XI and Article XIA are available online at [www.albanyny.gov](http://www.albanyny.gov).

## **Frequently Asked Questions**

### ***Q: What is the Rental Dwelling Registry?***

**A:** The Rental Dwelling Registry is a list of all rental dwellings in the City of Albany. The information compiled for this registry includes but is not limited to: name of owner, address of owner, address of dwelling to be registered, number of rental units, and the address and telephone number where the owner, agent or other responsible person designated by the owner may be reached at all times.

### ***Q: Are there exemptions to the Registry?***

**A:** No. Everyone who owns residential rental property must register, and must re-register whenever information changes or every 30 months (prior to receiving a new ROPs), whichever happens sooner. Registration forms may be obtained online at [www.albanyny.gov](http://www.albanyny.gov), in the office of the Department, or provided by mail, by email, or by fax, upon request.

### ***Q: Are there any fees?***

**A:** Yes. There are fees to obtain a Residential Occupancy Permit, but not to fill out the Rental Dwelling Registry form. The initial inspection and the first re-inspection are included in the fee scale below. Any & all subsequent inspections shall be charged \$50.00 per unit. Any inspection for which you are not present or cancel within 24 hours of the inspection will be charged \$50.00 per unit.

### **Residential Occupancy Permit Fee**

\$50.00 per unit

### ***Q: When are the fees due?***

**A:** The fees are due after the rental property is inspected and prior to the Residential Occupancy Permit being issued.



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***Q: Are there exemptions from the Registry Fees?***

**A:** Yes. Owner occupied rental dwelling containing not more than one rental unit owned by one or more natural persons, all of whom are 65 years or older, are exempt from the filing fees only. Proof of age must be submitted to the Department of Buildings & Regulatory Compliance if claiming an exemption (i.e., copy of driver's license, birth certificate, etc.).

***Q: How long are the registry and Residential Occupancy Permits valid?***

**A:** Residential Occupancy Permits are valid for thirty (30) months from date of issue. A new Registry form must be submitted prior to issuance of new ROPs and any time information changes.

***Q: What if code violations are found?***

**A:** If violations are found at the time of inspection, owners will receive a Notice and Order outlining what corrective actions must be made and the time allotted for remediation. Should violations be found upon re-inspection, the Department may seek all remedies available in law and equity.

***Q: What if the property is sold?***

**A:** The new owner of the registered dwelling shall re-register the dwelling within thirty (30) days of assuming ownership. The ROPs remain valid until expiration.

***Q: What is a new tenant finds violations, and the owner has an existing Residential Occupancy Permit?***

**A:** The Department shall address all complaints.

***Q: What if there is a change in the registry information?***

**A:** The owner of the dwelling shall submit an updated Rental Dwelling Registry form within thirty (30) days after any change occurs.

***Q: What about zoning?***

**A:** All buildings in the City of Albany must comply with the Chapter 375 Zoning Ordinance, that is, the property shall be used only for the permitted uses of the zoning district in which it lies. The only exceptions to this are units that are legal nonconforming, i.e., "grandfathered", meaning they were in existence prior to 1968, the year of the Zoning Ordinance, and have had no break in use longer than 180 days; and those properties that have obtained a use variance from the Board of Zoning Appeals. Should a property be found in violation of the Zoning Ordinance, and the Department finds that ROPs were issued on the property in error, the Department retains the right to revoke the ROPs.

***Q: What if I fail to register my rental property?***

**A:** Should an owner fail to provide accurate or requested information, the Department may seek all remedies in law and equity to impose any or all penalties as outlines in Section 231-146 of the City Code. Each day of noncompliance after conviction shall constitute a separate violation.

***More Questions...please call the  
Department of Buildings & Regulatory Compliance  
or check our website at [www.albanyny.gov](http://www.albanyny.gov).***